

Formatting Text:

By changing the font, size or color of text you can emphasize important information and customize the appearance of the document.

Changing Fonts:

1. Click and drag to select the text you want to change.
2. Click the drop down arrow in the **Font** field to display a list of available fonts.
3. Select the font you would like to use in your document by clicking on the font name. Hovering over a font name allows you to preview the font in your document to see how it will look.

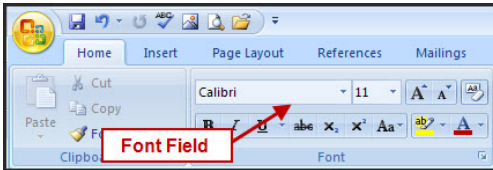


FIGURE 1: OFFICE FONT FIELD

Changing Font Color:

1. Click and drag to select the text you want to change.
2. On the Home tab, click the drop down arrow beside the **Font Color** button. (Figure 2)

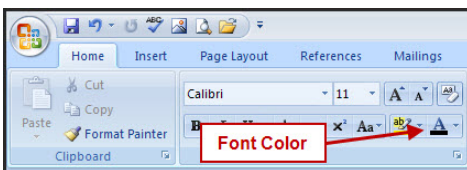


FIGURE 2: FONT COLOR BUTTON

- a. Select a standard color by clicking one of the colors shown. (Figure 3)

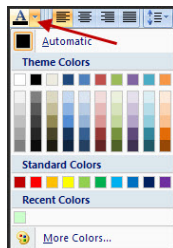


FIGURE 3: STANDARD COLORS

- b. Select a custom color by clicking *More Colors* and choosing a color from the color palette. Click OK once you have selected your custom color. (Figure 4)

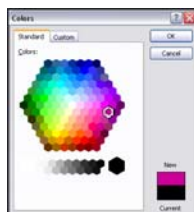


FIGURE 4: CUSTOM COLOR PALETTE

Changing Font Size:

1. Click and drag to select the text you want to change.
2. Click the drop down arrow beside the **Font Size** button. (Figure 5)
3. Select the size you would like the font to be. Hovering over a font size gives you a preview of the size and how it will look in your document.

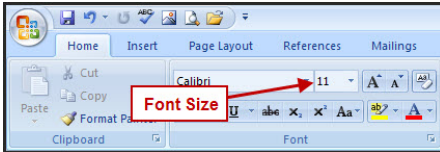


FIGURE 2: FONT SIZE

Highlighting Text:

You can also highlight text in a document to make it stand out.

1. Click and drag to select the text you want to highlight.
2. Click the drop down arrow beside the **Text Highlight Color** button. (Figure 6)
3. Select the color you would like to use to highlight the text. Hovering over a color gives you a preview of how it will look in your document.

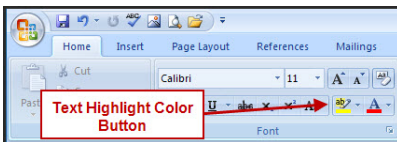


FIGURE 6: TEXT HIGHLIGHT COLOR BUTTON

Important note about highlighting text: When you print a document with highlighted text, the highlight will only print in color if you are printing on a color printer. If you are printing on a black and white printer, the highlight will be a gray color.

Using Format Painter:

Once you have formatted a portion of text the way you want it, you can copy that formatting to other parts of your document using the Format Painter.

1. Click and drag to select the text that is already formatted the way you want it.
2. Click the **Format Painter** button. (Figure 7)
3. Click and drag to select the text you want formatted the same as the originally selected text. When you release your mouse button the selected text will change to match the formatting of the original text.

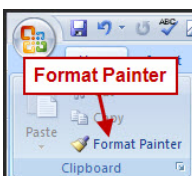


FIGURE 7: FORMAT PAINTER BUTTON

Using Styles:

On the Home tab of the Ribbon you will find many pre-formatted styles. These pre-formatted styles can change multiple font features with a single click.

1. Click and drag to select the text that you would like to format.
2. Click the desired **Style** button on the Ribbon. (Figure 8) Use the arrows to the right of the **Style** buttons to see more options. Hovering over a button gives you a preview of what the style will look like in your document.

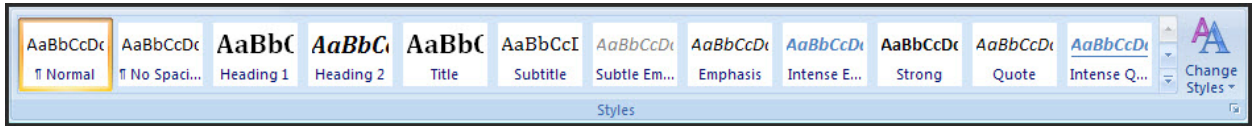


FIGURE 8: STYLE BUTTONS ON THE HOME TAB OF THE RIBBON

Other Formatting Options:

There are other formatting options included in the Font Group on the Ribbon. They are used to emphasize text within a document. Apply these format options by selecting the text to be formatted and clicking the button for the option you want. (Figure 9)

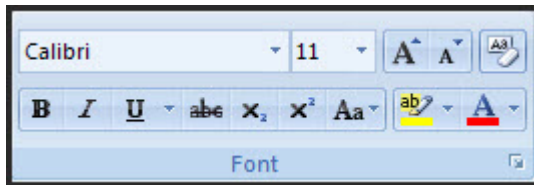


FIGURE 9: FONT GROUP

Options within this group include:

- ✚ Bold
- ✚ Italics
- ✚ Underline
- ✚ Strike Through
- ✚ Subscript
- ✚ Superscript
- ✚ Change Case
- ✚ Grow Text
- ✚ Shrink Text
- ✚ Clear Formatting